

Washington County

Job Description



Title:	Appointed Administrative Assistant		
Division:	Administration	Effective Date:	07/08
Department:	County Commission	Last Revised:	10/14
Career Service:	No	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **first-line supervisory and professional administrative support duties** related to coordinating and expediting the day-to-day functions of the Board of County Commissioners and the County Administrator.

SUPERVISION RECEIVED

Works under the general supervision of the Commission Administrator and the broad supervision of the County Commissioners.

SUPERVISION EXERCISED

Provides general supervision to the Office Assistant/Receptionist.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Oversees administrative operations of the office of the Board of County Commissioners; monitors work processes and project assignments; delegates assignments as needed; monitors timely completion of projects.

Performs duties for the county commission requiring confidentiality; attends county commission meetings; prepares minutes; takes dictation for a variety of types of correspondence; transcribes from digital recordings, longhand or shorthand notes and composes letters, memos, and other communications of general, personal, or confidential nature for the review and signature of the Commission; performs routine project assignments and researches materials upon request.

Takes dictation for county commission meetings and miscellaneous meetings as assigned; transcribes from notes and tapes or digital recordings; copies and distributes approved minutes to appropriate recipients and IT department for website posting.

Assists with maintenance of various records, i.e., county commission minutes, ordinances and resolutions adopted by the county commission; contracts and agreements.

Monitors county vehicle licensing and registration activities; assures vehicles are properly inspected, licensed and registered.

Performs various administrative duties, i.e.; assists with preparation, posting, and distribution of commission or administrative meeting agenda; prepares mailings, schedules hotel, flight and conference reservations; tracks holidays, reservation deadlines; RSVP's for administrative and executive personnel; maintains and updates manual filing and computer-based records for the management system.

Acts as Risk Coordinator under County insurance program for county properties covered under various insurance policies; monitors additions and deletions of county vehicles and equipment to insurance programs; may prepare bid documentation and specifications; oversees the processing of bids and assures integrity of bid process; may receive and process liability claims against county policies; serves as member of county Accident Review Board.

Coordinates county participation in Utah Counties Indemnity Pool programs and trainings; represents the county at various meetings.

Oversees the scheduling of appointments and meetings for administrative and policy-making personnel; maintains commission schedule via web-based calendar program; monitors, forwards, responds to, and prints e-mail correspondence.

Assists to answer phones and provide customer service; assists callers and visitors to reach proper destinations; schedules use of meeting rooms.

Assists other office assistant(s) in carrying out other commission responsibilities as needed; assists the public at the service counter.

Operates computer, printing and scanning equipment; uses SanDisk recording equipment, telephone system, fax machine, etc.; inputs and recalls data; proofs and edits various documents for other departments upon request.

Monitors employee performance; evaluates and makes recommendations affecting job status, including advancement, retention, discipline, etc.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus two (2) years of specialized training provided through professional seminars, workshops, or college with course background in general office practices, English, business management or an Associate Degree;

AND

B. Four (4) years of progressively responsible experience providing exposure to county administrative processes and complex secretarial duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; secretarial procedures and methods related to filing and documenting; English composition, spelling, grammar, punctuation, etc.; interpersonal communication skills and telephone etiquette; standard office equipment operation; various computer applications such as MS Word, Excel, Access, etc.

working knowledge of the principles of local government administration; county personnel policies and procedures is helpful. **Some knowledge of** basic principles of supervision and employee motivation.

Ability to learn and understand in a short period of time complex aspects of county government, operate standard office equipment efficiently; communicate effectively, verbally and in writing; make basic decisions where established procedures do not always apply; perform basic mathematical computations; develop effective working relationships with supervisor, fellow employees, and the public; work independently when supervision is not readily available.

3. Special Qualifications:

Keyboarding speed and accuracy will be important criteria for scoring applicants for this position.

Must become a Notary Public and keep certification current.

Must possess a valid driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye-hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.